

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **September 17, 2015** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, NATHAN JESKE, BOB NIELSEN, and JOHN VAN DYCK,

EXCUSED: CHAD BIANCHI, TIM NIXON, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, and Sue Lagerman (staff).

CALL TO ORDER

President Kathy Pletcher called the meeting to order at 5:19 p.m.

II. APPROVE CONSENT ITEMS

A. Agenda There were no changes to the agenda.

B. Minutes There were no changes to the minutes and they stand approved.

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

IV. LIBRARY BUSINESS

A. Technology Report

A Sharp Aquos Board was installed at the Central Library and staff is being trained. eResource, the catalog enhancement, went live. Two display monitors have been installed in the Central Library Board Room. The Kress and Weyers-Hilliard branches have digital display monitors that will run the same presentation software as the one at Central.

C. Beyler reported that projectors have been installed in the Meeting Rooms at Central, Kress and Pulaski. Audio has been installed at the East and Ashwaubenon branches and in the Somers Room at Central. Similar work has just begun at Weyers-Hilliard. With the exception of Wrightstown and Denmark branches, all projectors are mounted.

B. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. L. Denault presented the August, 2015 financial report and the August, 2015 Gifts, Grants and Donations. **Motion** by N. Jeske, seconded by C. Buboltz, to approve the July 2015 financials and gifts, grants and donations as follows:

Brown County Library Gifts, Grants & Donations Report August 2015

Gifts & Donations

08/06/15	FBCL/Wrightstown Area Library Committee	2,744.63	Wrightstown Operating Exp.
08/06/15	Friends of Brown County Library	68.74	Every Child Ready to Read
08/06/15	Friends of Brown County Library	181.44	Apple TV Adapters
08/13/15	Barbara Jenkins	50.00	Kress Children's Materials
08/19/15	Branch Buddies of Brown County Library	648.64	Classes & Events
08/19/15	CPR Services - In Memory of Kathy Young Kinane	150.00	Parent/Teacher Materials
08/19/15	Sisters of St. Francis of the Holy Cross	200.00	Cellcom Edible Garden
08/26/15	Anonymous	1,000.00	Ashwaubenon Improvements
08/31/15	Ciara Butow	10.00	Library Improvements
08/01/15	Ashwaubenon	16.44	Donation Box
08/01/15	Bookmobile	4.75	Donation Box
08/01/15	East	34.01	Donation Box
08/01/15	Weyers/Hilliard		Donation Box
08/01/15	Central	26.28	Donation Box
08/01/15	Kress	25.30	Donation Box
08/01/15	Pulaski	6.75	Donation Box

08/01/15	Southwest	10.32	Donation Box
08/01/15	Wrightstown	9.05	Donation Box
	Total Donations	\$ 5,186.35	

Federal & State Grants

08/06/15	AT&T	5,515.20	E-Rate
08/19/15	Nsight/Cellcom	1,372.80	E-Rate
08/26/15	Century Link/Northeast Telephone Company	1,411.20	E-Rate
08/31/15	Nicolet Federated Library System	\$ 3,971.30	Collection Development
08/31/15	Nicolet Federated Library System	2,083.33	Technology Grant
	Total Grants	\$ 14,353.83	

Motion carried.

C. FACILITIES REPORT

C. Beyler reported that work at the Southwest Branch is likely to start in early date October and wrap up by the end of November or, early December. Construction won't intrude on interior library space until the last three or four weeks of the project. Lighting improvements in Central's auditorium are finished.

1. Discussion of and possible action on use of Library 425 fund B. Simons reported that he is still waiting for an answer regarding if the bonded money can be used toward furniture and auditorium upgrades. The bond document doesn't stipulate for Central only but the related resolution does. A new resolution could change that. The deadline to have it spent is not known. Chad Weininger has expressed an interest in updating some of infrastructure (based on the Trane study) but Central Administration doesn't feel that \$1M is enough to accomplish a whole project since one improvement depends on another. Originally, funds were bonded for engineering reports and blueprints. J. Van Dyck suggested that perhaps some of this money be spent on having a vision developed by an architectural firm and conduct studies on all locations to ultimately formulate a plan. This could be a good use of the money since there isn't enough money for repairs.

C. Buboltz suggested the idea of investing some of the money into Central's 3rd floor. K. Pletcher suggested an update on previous studies. B. Nielsen mentioned that HGA architects (MKE) has staff that specialize in libraries. They might be able to assist in writing up a practical Scope of Services that includes an assessment of mechanical systems. B. Simons will reach out to HGA staff and possibly have them come up and meet with the facilities committee.

The parking lot project is in limbo. Per Public Works, action has stopped. J. Van Dyck reiterated that it has to be done and that the Board has approved this project. He suggested that a resolution be included on PD&T's next meeting agenda that would authorize the transfer of money, in specific amount, to the Library budget for repairing the parking lot. This resolution should also include furniture replacement for varying locations.

V. REVIEW FUTURE LIBRARY SERVICE VISION AND MISSION

No update.

VI. 2016 BUDGET UPDATE

A. Prioritize 2016 budget items per strategic plan

B. Simons distributed a spreadsheet that took budget items outside of the \$160,000 the county executive (to keep all services at the current minimum level county-wide) is providing and weighted them using the criteria of strategic plan and mission and prioritized each item. This spreadsheet identifies what the library would need should additional budget money become available. It is important that the library has to advocate for all these things as they were included in the Library Board approved budget.

VII. OLD BUSINESS

None.

VII. NICOLET FEDERATED LIBRARY SYSTEM

Next meeting is in October.

IX. PRESIDENT'S REPORT

None.

X. LIBRARY DIRECTOR'S REPORT

The Library received a \$10,000 matching gift for the Ashwaubenon Branch. K. Pletcher and B. Simons had a very positive meeting with the Bellevue Village Board regarding options of providing a library in Bellevue. Supervisor Harold Kaye also attended expressing his belief that the county should fund county facilities. Bellevue's former Village President, Craig Beyl, spoke in support of libraries and public comment by 6 people also expressed support of libraries. The East Branch lease is up in February 2018. The current building doesn't really fit the library's growing needs.

There have been talks with Denmark High School regarding fiber, possibly funded with e-Rated funds, per NSight and BCTS. Fiber already exists nearby. This is a good opportunity to get good rate.

Corporation Counsel Kristin Hooker will meet with the judge regarding a dispositive motion on September 30. She indicated that legal interpretation does not need a jury – it only needs a judge to review and say yes or no. For 2016 bills, even if Outagamie doesn't pay, Brown County should because it is the law.

XI. PERSONNEL COMMITTEE

C. Buboltz and K. Pletcher met with B. Simons to review the process for tonight's closed session.

XII. CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – performance review for Executive Director.

Motion by J. Van Dyck, seconded by C. Buboltz, to move into Closed Session at 7:58 p.m. Roll call vote: Aye: C. Buboltz, J. Van Dyck, B. Nielsen, N. Jeske, and K. Pletcher. Nay: None. **Motion carried.**

Motion by B. Nielsen, seconded by N. Jeske, to return to Open Session at 8:22 p.m. Roll call vote: Aye C. Buboltz, J. Van Dyck, B. Nielsen, N. Jeske, and K. Pletcher. Nay: None. **Motion carried.**

XIII. APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION

Motion by C. Buboltz, seconded by J. Van Dyck, to fulfill the Executive Director's contract for incentive pay increase based on the 6 month performance review. **Motion unanimously approved.**

Brian expressed his appreciation for the library board's feedback and support during his first 6 months.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

XV. MEETING SUMMARY/NEXT MEETING PLANNING

XVI. ADJOURNMENT

Motion by B. Nielsen, seconded by N. Jeske, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:25 p.m.

NEXT REGULAR MEETING

October 15, 2015

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary